



DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



POLICY NUMBER

ADM: 11

EFFECTIVE
DATE:
11/06/2012

ORIGINAL
ISSUED ON:
09/29/2011

SUBJECT: SOCIAL NETWORKING/BLOG WEB SITES AND OTHER
ELECTRONIC COMMUNICATIONS

REVISION NO:

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1.0 PURPOSE

The purpose of this policy is to provide guidelines for posting, texting, or emailing departmental or personal information relating to the Department of Public Safety. This includes the passing of information through text messaging, personal email accounts, web messenger accounts, or any social networking/blog web sites, e.g. Facebook, My Space, Twitter, LinkedIn, Blogster, or Windows Live Spaces.

Clarification
added.

2.0 POLICY

It is the policy of the Department of Public Safety to ensure that employees use good judgment and consider the consequences of words and photographs passed or posted on social networking sites or any electronic communication.

3.0 APPLICABILITY

This policy applies to all employees of the Department of Public Safety.

4.0 REFERENCES

- A. ADM: 26 Standard of Conduct for Commissioned Personnel; Code of Conduct for all Employees
- B. ADM: 31 Access to and Use of Computer Based Resources

5.0 DEFINITIONS

- A. **Blog**- A web site maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video.
- B. **DPS** – Department of Public Safety
- C. **Employees** – Refers to all employees of the Department of Public Safety.
- D. **Social Network Services** – a web site focuses on building and reflecting a social network or social relationships among people who share common interests and/ or activities. These networks consist of a profile that represents each user with links, photographs, feeling emoticons, status and opinion statements, and personal user information.

6.0 PROCEDURE

- A. Employees should consider policy implications and the possible adverse consequences of texting, emailing and internet postings on social networking web sites and blog spots.

Employees shall:

1. Not display the insignia of the Department of Public Safety or any of its Law Enforcement Divisions in ill repute;

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2. Not post, send or forward photographs or comments that may have an adverse affect upon the professionalism or integrity of the employee or violate any policies set forth by DPS;
 3. Not post, send or forward work-related information or comments that may hinder or compromise the confidentiality of investigations or the operation of the agency, e.g. crime scene photos, locations of operations, photos of employee displaying badge of office or other identifiable clothing/accessory in a precarious manner or manner that compromises the character of the agency, comments impugning the integrity or credibility of the employee or another employee of DPS;
 4. Not post, send or forward photographs or comments that question an employee's integrity or credibility in concern of violating the laws of the State of New Mexico.
- B.** Employees will not access social networking sites during their assigned working hours (via cell phone or computer) unless the business on the site directly relates to their job, e.g. recruiting, computer crimes investigations, background investigations, or I.T. network security.
- C.** Employees are not prohibited from representing themselves as DPS on a Social Networking/Blog site as long as it reflects favorably on the agency and the State of New Mexico.

7.0 ATTACHMENTS

NONE

8.0 APPROVAL

APPROVED BY: s/ Gorden E. Eden Jr. DATE: November 6, 2012
DPS Cabinet Secretary